

MINUTES

UTAH FUNERAL SERVICE LICENSING BOARD MEETING

November 3, 2005

**Room 4B – 4th Floor – 9:00 A.M.
Heber Wells Building**

CONVENED: 9:00 A.M.

ADJOURNED: 11:25 A.M.

Bureau Manager:
Board Secretary:

Noel Taxin
Karen McCall

Board Members Present:

Allyn Walker
Mark Walker
Shaun S. Myers, Chairperson
Joseph W. Thalman
Reginal V. Ecker

Board Members Absent:

Craig McMillan
Public Member Vacancy

Guests:

Craig Jackson, Division Director
Mitchell Jones, AG
John Schroen, Investigator

TOPICS FOR DISCUSSION

DECISIONS AND RECOMMENDATIONS

ADMINISTRATIVE BUSINESS:

Read and approve the August 17, 2005 minutes.

Mr. Thalman made a motion to approve the minutes with a minor revision. Allyn Walker seconded the motion. **The Board vote was unanimous.**

Read and approve the September 26, 2005 Minutes.

Mr. Thalman made a motion to approve the minutes as read. Allyn Walker seconded the motion. **The Board vote was unanimous.**

PENDING BUSINESS:

Exam Review

Ms. Taxin updated the Board regarding Thomson Prometric attending a Board meeting to review the

Utah Funeral Director and Apprentice Law and Rule examination. Ms. Taxin reported that Thomson Prometric is in the process of changes. Thomson Prometric will contact Ms. Taxin about January to schedule a date. Board members will be notified when the date has been scheduled. **The Board noted the information.**

NEW BUSINESS:

APPOINTMENTS:

9:30 A.M.

Review Law and Rule regarding Apprentice Supervision Duties and Clarification of other Licensing Issues

Ms. Taxin stated that the Division is receiving questions regarding the specific duties of a funeral service director in training and supervising an apprentice.

The Board and Ms. Taxin reviewed the law and rule. Board members had different ideas on the funeral service director being responsible for the operation of the establishment and for the training of the apprentice. The Board determined the law is vague and the rules do not clearly explain specific parts of the law. The Board determined there should be a definition for responsibility.

Ms. Taxin asked if members of society, with a permit, could transport a body.

Mr. Myers responded that a medical facility may release a body if there is a death certificate signed and filed and a release form signed. He stated that the body is usually released to an establishment or a representative of the funeral home and a signed death certificate is not required in this situation.

Ms. Taxin asked if a body could be transported across state lines and embalmed or cremated and then transported back across the state line for services and/or internment.

Mark Walker responded that the Health Department has concerns about bodies crossing state lines as the Health Department has no jurisdiction across the state lines.

Ms. Taxin requested Board members to carefully review the laws and rules. Ms. Taxin stated that this would allow all Board members to be prepared for discussion and editing of the rules at the February 16, 2006 Board meeting.

CORRESPONDENCE:

Funeral Consumers Alliance Newsletter

The Board reviewed the newsletter. **No action taken.**

DISCUSSION ITEMS:

Tentative 2006 Board Meeting Schedule

The Board noted the following tentative dates for 2006: February 16, May 25, August 17 and November 2, 2006.

Legislative Issues

None at this time.

FYI

Ms. Taxin discussed the May 31, 2006 renewal. Ms. Taxin asked the Board the last date when Funeral Service Directors had their continuing education audited and proposed 10% be audited for the 2006 renewal.

The Board responded there had not been an audit for a long time. The Board requested the profession be audited and requested clarification on the process.

Ms. Taxin explained that a letter goes out to notify the licensee that their CE is being audited. There is a form for the licensee to complete and send back to the Division with copies of the CE certificates of completion. Ms. Taxin stated that the Division has the ability to program the system to randomly flag a specific percent for audit and Ms. Taxin will request a 10% audit for the 2006 renewal period.

FYI

Ms. Taxin discussed the process of updating the Division records for Funeral Service and Preneed Establishments. The Division has prepared a letter and forms for each establishment to complete. The forms will assist with connecting the corporate name, the Division license and all Funeral Service Directors, Apprentices and Preneed Sales Agents together. Ms. Taxin requested the Board to review the proposed letter and forms and make any suggestions for

changes.

Mark Walker requested the letter include the following: Adhearing to completing this form will assist with the May 31, 2006 on-line renewal system.

Ms. Taxin noted the request. The revised letter and forms will be sent to Board members to fill out and return to the Division prior to mailing to all Funeral Service Establishments. The Board was requested to note any revisions on the forms for the Division to consider editing of misunderstandings in order for other professionals to be clear on the explanation of the letter.

FYI

Ms. Taxin commented that Mr. Turpen's appointment for today, November 3, 2005, was cancelled. Mr. Turpen is not yet working as a Funeral Service Director and supervision has not commenced. Mr. Turpen will be meeting at the February 16, 2006 meeting to update the Board and the Division regarding his status.

FYI

Mr. Myers discussed the Board's responsibility to the public and licensees. He stated they are professionals and should continue to act professional at the Board meetings as well as in public. Mr. Myers requested Board members to contact the Division as soon as possible if they will be unable to attend a Board meeting as a quorum is required in order to conduct Board business. **Board members noted the information.**

NEXT MEETING SCHEDULED FOR:

February 16, 2006

MEETING ADJOURNED AT:

11:25 A.M.

Date Approved

Chairperson, Utah Funeral Service Licensing Board

Date Approved

Bureau Manager, Division of Occupational &
Professional Licensing